

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**LEGAL SECRETARY**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Legal Secretary is the first level in a two level Legal Support series. Incumbents are responsible for performing specialized legal clerical duties, including preparing and filing litigation documents with State and Federal court systems, indexing a variety of complex legal documents transcribing dictation and various recorded hearings, including witness interviews, and complainants, as well as scheduling court dates, and preparing and serving legal notices.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with routine litigation cases under close supervision. Advanced journey positions are responsible for independently performing specialized legal secretarial duties requiring skills and the application of independent judgment where standard procedures do not exist and may perform as a lead secretary.

The Legal Secretary is distinguished from the Law Office Manager, which is responsible for supervising staff and law office operations.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |                 |
|----|---|-----------------|
| 1. | Provides legal support in litigation (such as Bankruptcy, Business Litigation, Criminal Prosecution, Civil, Construction Defects, Environment, Insurance, Juvenile, Municipal, Personal Injury, Real Estate, Workers' Compensation), ranging from routine to complex, which depending on assignment, may include: processing dockets; preparing for hearings, mediations, arbitrations and trials; maintaining calendars and litigation timelines; indexing files; opening and closing files; gathering case information; transcription; and/or, performing other related activities. | Daily<br>60%    |
| 2. | May participate in conducting legal research in order to locate information and/or documentation required by legal staff.   | Daily<br>0-10%  |
| 3. | Drafts, formats, proofreads, and edits confidential correspondence and documents, resolutions, ordinances, staff reports, litigation summaries, agreements, leases, transcripts and/or other related documents.   | Daily<br>15%    |
| 4. | Serves as a liaison between the department and other City staff, members of the general public, and outside Governmental Agencies.  | Daily<br>10%    |
| 5. | Enters a variety of information into applicable specialized legal databases.  | Daily<br>10-20% |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Compiles and organizes documents and/or other applicable information in support of disciplinary actions, including disbursing information to applicable parties and determining requirements for applicable hearings or meeting types. Assists with preparation of administrative records and responses to Public Records Act requests.	Daily 5%
7.	Receives and responds to a variety of inquiries and requests for assistance from a variety of individuals over the phone and in person.	Daily 5-15%
8.	Performs a variety of routine law office support activities, which includes: preparing files for storage; filing; creating templates and forms; coordinating office equipment maintenance; maintaining order of materials and supplies; and/or, performing other related activities.	Daily 5%
9.	Participates in division budget preparation activities, including compiling information regarding assignments, workloads, annual activity reports, necessary supplies, equipment, and/or other related information.	Daily 0-5%
10.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Two years of increasingly responsible legal secretary experience is required;  
OR
- An equivalent combination of education and related legal environment experience sufficient to successfully perform the essential duties of the job such as those listed above. Ability to type a minimum of 55 net words per minute is highly desirable.

**Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Research methods;
- Customer service policies, principles and practices;
- Proper grammar, punctuation and spelling;
- Recordkeeping principles and practices;
- Filing principles and practices;

Meeting and/or special event scheduling techniques.

#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Applying researching methods
- Prioritizing multiple tasks for organizational efficiency
- Safely operating and maintaining applicable tools and equipment
- Working with multiple interruptions while conducting multiple tasks
- Keyboarding
- Applying independent, judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing and talking.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the law office.

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**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008